



**MINUTES**

**RISK MANAGEMENT AND AUDIT  
COMMITTEE MEETING**

**MONDAY 18<sup>TH</sup> AUGUST 2025**

**10:00 AM**

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## 1. NOTICE OF MEETING

I hereby give notice that a Risk Management and Audit Committee Meeting was held on:

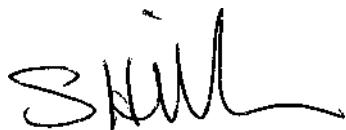
Date: 18<sup>th</sup> August 2025  
Time: 10:00am  
Location: Council Chambers  
22 Cameron Road, Batchelor NT 0845

Any member of the Committee who may have a conflict of interest, or perceived conflict of interest regarding any item of business to be discussed at a Risk Management and Audit Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the *Local Government Act 2019*.

The Risk Management and Audit Committee Meeting was open to the public and adhered to COVID Safety Plan requirements, including optional wearing of a mask, appropriate physical distancing, health and hygiene requirements.

The meeting was recorded for minuting purposes only.

*A copy of the agenda can be found on Council's website, alternatively a copy can be obtained from the Council Office.*



Chief Executive Officer

### RESOLUTION RMAC2025/11/10/002

That the Public Minutes of the Risk Management and Audit Committee held on 18<sup>th</sup> August 2025 be noted by the Risk Management and Audit Committee.

**Moved:** Deputy President Whatley

**Seconded:** Chair Annis-Brown

**Carried**

# MINUTES

## RISK MANAGEMENT AND AUDIT COMMITTEE MEETING

### HELD IN THE COUNCIL CHAMBERS, BACHELOR

### ON MONDAY 18<sup>TH</sup> AUGUST AT 10:00AM

The Chairperson, Mr Ian Swan, declared the meeting open at 10:00am and welcomed all in attendance.

#### **2. ACKNOWLEDGEMENT OF COUNTRY**

*I acknowledge the Traditional Owners of the land commonly referred to as Coomalie. I pay my respects to their Elders, past, present and emerging.*

#### **3. PERSONS PRESENT**

##### **MEMBERS PRESENT**

Chairperson	Ian Swan – Electronic means
Independent Member	Maxie Smith
Official Manager	Mark Blackburn

##### **STAFF PRESENT**

Chief Executive Officer	Sharon Hillen
Executive Services Coordinator	Stacey Shooter

##### **VISITORS**

Noel Clifford, NEXIA – Electronic means

#### 4. APOLOGIES AND LEAVE OF ABSENCE.

**Date:** 18<sup>th</sup> August 2025.

**Author:** Sharon Hillen, Chief Executive Officer.

**Attachments:** Nil.

#### PURPOSE

This report is to table for Committee's records, any apologies and requests for leave of absence received from Members of the Risk Management and Audit Committee for the meeting held 18<sup>th</sup> August 2025.

Nil

#### 5. ELECTRONIC MEETING ATTENDANCE.

**Date:** 18<sup>th</sup> August 2025.

**Author:** Sharon Hillen, Chief Executive Officer.

**Attachments:** Nil.

#### PURPOSE

This report is to table, for the Committee's record, any requests and permissions for Electronic Attendance.

#### RESOLUTION RMAC2025/08/18/001

That the Risk Management and Audit Committee acknowledges and accepts the Chair, Mr. Ian Swan's attendance to the meeting of 18<sup>th</sup> August 2025 via electronic means.

**Moved:** Member Smith

**Seconded:** Official Manager

**Carried**

## 6. DECLARATION OF INTEREST OF MEMBERS OR STAFF.

**Date:** 18<sup>th</sup> August 2025.

**Author:** Sharon Hillen, Chief Executive Officer.

**Attachments:** Nil.

### PURPOSE

Members are required to disclose an interest in a matter under consideration by the Committee at a meeting of a committee by:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Committee by disclosure as soon as possible after the matter is raised. Under disclosure, the Member must abide by the decision of Committee on whether he/she shall remain in the meeting and/or take part in the vote on the issue. The committee may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/her to leave the Chambers.

### RESOLUTION RMAC2025/08/18/002

That the Risk Management and Audit Committee receives the following declarations of interest as listed for the Risk Management and Audit Committee Meeting held 18<sup>th</sup> August 2025.

**8.1 – Business from Previous Meeting:** The Chair, Ian Swan.

**Moved:** Official Manager

**Seconded:** Member Smith

**Carried**

## 7. CONFIRMATION OF MINUTES.

### 7.1 CONFIRMATION OF MINUTES.

**Date:** 18<sup>th</sup> August 2025

**Author:** Sharon Hillen, Chief Executive Officer

**Attachments:** Draft Public Minutes of 10<sup>th</sup> June 2025

### PURPOSE

Public Minutes from the meeting held on 10<sup>th</sup> June 2025 are to be confirmed.

### RESOLUTION RMAC2025/08/18/003

That the Public Minutes of the Risk Management and Audit Committee meeting held on the 10<sup>th</sup> June 2025 be confirmed by the Risk Management and Audit Committee as a true and correct record of the meeting.

**Moved:** Official Manager

**Seconded:** Member Smith

**Carried**

**Procedural Note:**

The Chair, Ian Swan left the meeting room at 10:04am.

**8. BUSINESS ARISING**

**8.1 BUSINESS FROM PREVIOUS MEETING**

**Date:** 18<sup>th</sup> August 2025

**Author:** Sharon Hillen, Chief Executive Officer

**Attachments:** Nil

**PURPOSE**

To provide the Risk Management and Audit Committee with a summary of the business arising from the previous meeting and actions taken.

**RESOLUTION RMAC2025/08/18/004**

That the Risk Management and Audit Committee confirm the business arising from the meeting held on 10<sup>th</sup> June 2025.

**Moved:** Official Manager

**Seconded:** Member Smith

**Carried**

**Procedural Note:**

The Chair, Ian Swan returned to the meeting room at 10:05am.

## 9. OFFICER REPORTS

### 9.1 INCIDENTS AND CLAIMS

<b>Date:</b>	18 <sup>th</sup> August 2025
<b>Author:</b>	Luke Auckland, People and Culture Coordinator.
<b>Attachments:</b>	Nil

#### PURPOSE

To provide the Risk Management and Audit Committee with updates on any incidents or claims in the period May 2025 to July 2025.

#### RESOLUTION RMAC2025/08/18/05

That the Risk Management and Audit Committee receives and notes the report entitled Incidents and Claims.

**Moved:** Member Smith

**Seconded:** Official Manager

Carried

\* CEO to take on notice, incident lifting bin is a new one or the same one as last meeting.

### 9.2 FINANCIAL REPORT 30 JUNE 2025.

<b>Date:</b>	18 <sup>th</sup> August 2025
<b>Author:</b>	Sharon Hillen, Chief Executive Officer. Shaun Hardy, Corporate Services Manager.
<b>Attachment:</b>	Nil

#### PURPOSE

To provide the Risk Management and Audit Committee with an update on the Council's financial position as of the 30<sup>th</sup> June 2025.

#### RESOLUTION RMAC2025/08/18/006

That the Risk Management and Audit Committee receives and notes the report entitled Financial Report 30 June 2025.

**Moved:** Official Manager

**Seconded:** Member Smith

Carried

### 9.3 DRAFT RISK REGISTER.

**Date:** 18<sup>th</sup> August 2025

**Author:** Sharon Hillen, Chief Executive Officer

**Attachments:** The Risk Register will be tabled at the meeting.

#### PURPOSE

To provide the Risk Management and Audit Committee with updates on the development of a Risk Register.

#### RESOLUTION RMAC2025/08/18/007

That the Risk Management and Audit Committee;

- a) receives and notes the report entitled Draft Risk Register; and
- b) request a progress report be presented to the October 2025 RMAC meeting; and
- c) request a draft report for formal consideration by the Committee at the April 2026 meeting.

**Moved:** Official Manager

**Seconded:** Member Smith

**Carried**

### 9.4 COMMITTEE WORK SCHEDULE AND WORK PROGRAM UPDATE

**Date:** 18<sup>th</sup> August 2025

**Author:** Sharon Hillen, Chief Executive Officer

**Attachments:** Nil

To refresh the Committee members of the role of the Risk Management and Audit Committee and the 2025 Works Program and proposed meeting dates, as amended.

#### RESOLUTION RMAC2025/08/18/008

That the Risk Management and Audit Committee receives and notes the report entitled Committee Work Schedule and Work Program Update.

**Moved:** Member Smith

**Seconded:** Official Manager

**Carried**

**10. GENERAL BUSINESS****Nil****11. CONFIDENTIAL ITEMS****RESOLUTION RMAC2025/08/18/009**

That Council close the meeting to the general public in accordance with Regulation 51 of the *Local Government (General) Regulations 2021*;

**Moved:** Maxie Smith

**Seconded:** Official Manager

**Carried**

**Procedural Note:**

The meeting was closed to the public at 10:38am.

### **11.1 CONFIRMATION OF CONFIDENTIAL MINUTES**

**CONFIDENTIAL:** Regulations 51(1)(e) information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

### **11.2 COMMITTEE PERFORMANCE AND TERMS OF REFERENCE REVIEW 2025**

**CONFIDENTIAL:** Regulations 51(1)(c)(iii) prejudice the security of Council, its members or staff

### **11.3 INTERIM AUDIT REPORT 2024-2025**

**CONFIDENTIAL:** Regulations 51(1)(c)(iii) prejudice the security of Council, its members or staff

## **12. DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL**

**Nil**

## **13. RE-OPENING OF THE MEETING**

### **RESOLUTION CONFIRMAC2025/08/18/013**

That the Committee re-opens the meeting to the general public in accordance with Regulation 51 of *the Local Government (General) Regulations 2021*.

**Moved:** Official Manager

**Seconded:** Member Smith

**Carried**

### **Procedural Note:**

The meeting was reopened to the public at 11:09am.

## **14. NEXT MEETING**

The next Risk Management and Audit Committee meeting will be held at Batchelor on 13<sup>th</sup> October 2025.

## **15. MEETING CLOSED**

The meeting was closed at 11:17am.